

## **ASSISTANT TO CITY MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Assistant to City Manager exists is to perform highly responsible administrative work to carry out the direction of the City Manager, relating to organization-wide municipal issues. This classification may supervise staff as necessary. Work is performed under general direction of the City Manager.

### **ESSENTIAL FUNCTIONS**

Performs special research assignments and creates reports for the City manager and City Council.

Briefs the City Manager on matters of concern and presents program proposals for approval and submission to the City Council.

Meets with the Mayor and/or City Council and attends Council meetings and makes reports concerning activities for which responsible.

Meets and corresponds with various citizen, professional, business and other groups to answer questions and secure their help in carrying out various programs.

Collaborates with department heads and other employees in planning, assigning, coordinating and implementing programs, studies, and other matters for which basic policies have been established.

Conducts research and develops recommendations on City-wide work methods, operating policy and procedures, programs, services, and other administrative issues; perform and/or manage the performance of high-level, sophisticated research and evaluation efforts.

Works with the City Council, the City Manager and City Clerk to plan City Council agendas, appointing and orienting Board and Commission Members, and planning special meetings.

Corresponds with citizens on calls to the City Manager's Office and to the City Council about issues, suggestions and ensuring City responsiveness.

Completes special projects for the City Manager, such as mobilizing a cross-departmental teams to research and respond to policy questions/issues, organizing informal meetings of the City Council members, conducting public meetings on budget, key issues or strategic initiatives, or assistance with employee communications or forums.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

The principles and practices of public administration and governmental organization  
The principles, practices and methods of intergovernmental relations, municipal grant administration, budgeting and finance, public involvement and employee and citizen communications  
Federal and state legislative functions, procedures and organizational structures  
Programs relating to municipal administration

Ability to:

Undertake detailed systems development and program evaluation studies.

Develop solutions to complex administrative problems.

Interpret federal, state and city ordinances, rules and regulations.

Make rational decisions in accordance with established policy.

Be able to multi-task during constant shifting of work priorities.

Anticipate how to assist City Manager with his/her multiple roles of responding to the administration, the community and as political counsel to City Council.

Make oral and written presentations of administrative challenges in a concise and effective manner with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Comprehend and makes inferences from written material verbal and/or written instructions.

Operate a variety of standard office equipment, including a personal computer, which require continuous and repetitive eye and arm or hand movement.

Establish and maintain effective working relationships with political officials, City Officials, co-workers, other professionals and the general public.

Maintain regular and consistent attendance and punctuality.

### **Education & Experience**

Any combination of education and experience equivalent to 5 years in public administration including some experience in Intergovernmental Relations, and a Bachelor's degree from an accredited college or university in Public or Business Administration, Political Science or a related field and coursework leading to a Masters degree in these same or related fields.

FLSA Status: Exempt

HR Ordinance Status: Unclassified